

# Registration



***Pre-registration Deadline:***  
Thursday, April 15, 2009

\*Class size is limited to 20 participants on a first-come, first-served basis. Knowledge of Microsoft Excel will be beneficial.

***Fee:*** \$20.00 per person

***Location:***  
Indiana University Southeast Campus  
University Center South  
4201 Grantline Road  
New Albany, IN 47150

Maps will be mailed after your registration form and payment are received.

***Dining:***  
On-site facilities available, lunch on your own.

***Water Works Operation Certification:***  
Seven (7) technical hours have been approved by the IDEM Drinking Water Branch.

***To register for the workshop, please mail your registration form (on back) and a check to:***

Indiana Utility Regulatory Commission  
Water/Sewer Division  
Re: Small Utility Workshop  
101 W. Washington Street, Suite 1500E  
Indianapolis, IN 46204



# Program Curriculum



***Morning Session (9:00 a.m. – 11:45 a.m.)***

**Basic Accounting** – Participants will gain a better understanding of utility accounting and how that information transfers to the IURC Annual Report forms.

**Completing an Annual Report** – Learn how to complete each section of the IURC's Annual Report forms and changes for 2009.

**Asset Management Tools** – Participants will learn about a new asset management software program offered free by the Environmental Protection Agency (EPA). The Check Up Program for Small Systems (CUPSS) can assist utilities and help ensure adequate planning for the operation and maintenance of a utility's system.

***Afternoon Session (1:00 p.m. – 4:30 p.m.)***

**Asset Management Tools (cont')**

**Preparing a Rate Case** – Participants will learn how to complete the IURC's Small Utility Rate Application forms.

**Resources at Your Fingertips** – A toolkit of information and resources will be provided for each participant.

***\*For questions, please call Dana Lynn at (317) 232-2750.***

# Registration Form



Date of Workshop: Wednesday, April 22, 2009

*The Indiana Rural Water Association's "IRWA Utility Manual for Board Members and Other Decision Makers" is now available at a reduced rate of \$10.00 for this workshop only. If you are interested in obtaining a copy, please include this cost in the total amount enclosed.*

\_\_\_\_\_ Yes, I would like a copy of the manual.

Amount Enclosed: \_\_\_\_\_

Utility Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Participant(s) Name and Title: \_\_\_\_\_

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Indiana Utility Regulatory Commission  
101 W. Washington Street, Suite 1500E  
Indianapolis, IN 46204



## Small Utility Workshop

*Presented by the Indiana Utility  
Regulatory Commission*

Wednesday, April 22, 2009